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| Job Title: | Volunteer Director | Job Category: | Nonprofit Seniors Services |
| Department/Group: | Department/Group | Job Code/ Req#: | N/A |
| Location: | Austin, TX | Travel Required: | minimal |
| Level/Salary Range: | $15.50/hour | Position Type: | Part-time (20 hours/week); flex schedule |
| HR Contact: | Tommi Ferguson, Exec. Dir. | Date Posted: | 1/18/2019 |
| Will Train Applicant(s): | Will Train Applicant(s) | Posting Expires: | When position filled |

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| External Posting URL: | External Posting URL | |
| Capital City Village mission: Capital City Village is an Austin-based nonprofit dedicated to helping seniors stay in their homes and communities for as long as possible, a concept called aging in place and community. We achieve this mission through volunteers, providers and programs.  The members and volunteers of Capital City Village, a "virtual" village, have joined together in pursuit of a common goal: to live safely and comfortably in our own homes and communities while remaining healthy and active. | | Email or Mail: Attn: Tommi Ferguson  Capital City Village  3710 Cedar St., Suite 283  (mailbox 12)  Austin, TX 78705  tferguson@capitalcityvillage.org |

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| Job Description |
| Role and Responsibilities The Volunteer Director’s role is to ensure qualified and supportive volunteer services are provided for CCV’s membership of independent, community-dwelling seniors:   * Process member service requests via online volunteer management system in a timely manner; * Recruit, process (background checks), and train new volunteers on an ongoing basis; * Generate and review regular volunteer activity reports for Board (monthly) and Staff (weekly); * Plan and participate in membership and volunteer recognition events; * Work with Board and Committees to ensure positive volunteer & member experiences; * Additional responsibilities as assigned by Executive Director.  Qualifications and Education Requirements Computer/email proficient. Bachelor’s Degree preferred; experience working with seniors and recruiting/managing volunteers. Experience in social work and/or nonprofit setting a strong plus. Preferred Skills Demonstrated excellence in organizational, managerial, and communication skills. Knowledge of MS Word, Excel, PowerPoint, web-based Content Management System, Mail Chimp (or comparable email marketing platform) Additional Notes Ten (10) vacation days per year; all federal holidays observed; position is not benefits-eligible. |

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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | Date: | Date |